

BOARD OF SELECTMEN

Policy on Policies

Original Date: November 9, 1988

1988-5

Revised: January 23, 1990 (1990-1)

Revised: November 22, 1993

Reaffirmed: January 16, 1996

Reaffirmed: February 2, 1998

Revised: January 16, 2001

Reaffirmed: March 9, 2004

Revised: March 23, 2004

Revised: August 14, 2007

Revised: August 11, 2015

Proposals for new policies or changes to an existing policy can be initiated by any Board member, employee or citizen. Proposals shall be submitted in writing to the Chairman of the Board of Selectmen through the Town Administrator who shall place them on a meeting agenda for consideration.

For the purpose of efficient drafting, a new policy or a policy revision considered by the Board shall not be adopted at the meeting at which it is introduced, but shall require additional readings at subsequent meetings before adoption is final.

Revocation of an entire policy may be voted on at the same meeting during which it is initially discussed.

SCHEDULE FOR ADOPTION OF POLICY

1. A topic or amendment is proposed and placed on the agenda by a Board member or the Town Administrator. The Board votes that the topic is worthy of formulation as a policy, or that amending a policy is a good idea.
2. The Town Administrator prepares a draft of the policy and sends it to department heads and other appropriate members of Town government for review and comment. If necessary, the Town Administrator refers the proposed policy to Town Counsel.
3. The draft of the proposed policy or policy amendment is placed on the agenda. The Board discusses it and then votes on it. If further amendment is necessary, they vote on the final draft at a subsequent meeting.
4. This process shall take no longer than eight weeks.

CATALOGING OF POLICIES:

Include the original, effective date of the policy and the dates of any subsequent revisions.

Have the title clearly and briefly identify the content so that it will be easy to find in the table of contents.

List the policies in alphabetical order in the table of contents.

All new policies or substantial changes in an existing policy shall be published in the annual report of the Town.